
Subject: Woman Food Packages-WIC Eligible Nutritionals

Effective Date: March 27, 2015

Revised from: October 1, 2014

Policy: WIC eligible nutritionals (medical foods) may be issued to women when a licensed health care professional determines that the client has a medical condition that precludes the use of a standard food package. These conditions include metabolic disorders, inborn errors of amino acid metabolism, GI disorders, malabsorption syndrome allergies, and increased nutritional needs associated with cancer or other conditions. WIC eligible nutritionals (medical foods) may not be issued solely for the purpose of enhancing nutrient intake or managing body weight. State Nutritionists are available for consultation and review on any questions regarding WIC eligible nutritional (medical food) use.

Unless the licensed health care professional has specified foods to issue on the special authorization form, food selection is left to the CPA in consultation with the client.

The [Kansas WIC Special Issuance Authorization for Women](#) form must be completed by the client's health care professional and kept on file for all WIC eligible nutritionals (medical foods.) A new request is required for each new certification period, when the requested time frame expires in the middle of a certification, or whenever the product is changed to another WIC-eligible nutritional (medical food.)

Reference: CFR §246.10

Procedure:

1. Obtain a completed Kansas WIC Special Issuance Authorization for Women form from the health care professional. Forms can be faxed to the physicians' offices or given to the client. Encourage physicians' offices to copy the form as needed.
 - a. A physician or APRN/RPA working under the supervision of a physician must sign the Kansas WIC Special Issuance Authorization For Women form.
 - b. The following items are required to be documented before a WIC-eligible nutritional (medical food) may be issued.
 - WIC eligible nutritional (medical food) (brand name of the product requested).
 - Length of time product required.
 - Daily amount required.
 - Acceptable diagnoses:
 - ▶ The medical reason that supports the issuance of a WIC eligible nutritional (medical food). Each decision to honor a request for a WIC eligible nutritional (medical food) should be contingent upon the woman's medical diagnosis, feeding

Subject: Woman Food Packages-WIC Eligible Nutritionals

history, and the composition of the requested WIC eligible nutritional (medical food.) Refer to [Appendix 1 – Formula Manufacturers and Products](#) for a description, recommended uses, features and nutritional information for each product.

- ▶ WIC eligible nutritionals (medical foods) may not be issued to any client for the purpose of enhancing nutrient intake, managing body weight or prenatal weight gain without an underlying medical condition.
- Health care professional's name, contact information and signature.
- Date of the health care professional's signature.
- c. If the health care professional submits a referral form, note or hospital discharge sheet that includes all the required information, the CPA may complete the Kansas WIC Special Issuance Authorization For Women form based on the submitted information. The original information must be filed with the Kansas WIC Special Issuance Authorization For Women form.
- d. If the client is transferring from another WIC program and reports receiving a WIC eligible nutritional (medical food) at the previous clinic, see policy [CRT: 10.05.00 - Transfers Using a Non-Contract or Special Formula](#).
- e. If a Kansas WIC Special Issuance Authorization For Women form is not submitted:
 - And the **health care professional can be contacted** while the client is in the WIC clinic; one month's checks may be issued after the CPA obtains the required information by telephone and documents it in the woman's WIC record. A Kansas WIC Special Issuance Authorization For Women form completed by the health care professional must be on file at the WIC clinic before additional checks can be issued.
 - And the **health care professional cannot be contacted** while the client is in the WIC clinic, one month's checks may be issued if the CPA documents why the request for a WIC eligible nutritional (medical food) is valid in the client's WIC record. A Kansas WIC Special Issuance Authorization For Women form must be on file at the WIC clinic before additional checks can be issued.
- f. If an incomplete Kansas WIC Special Issuance Authorization For Women form is submitted:
 - And the **health care professional can be contacted** while the client is in the WIC clinic;
 - ▶ If any of the following items are missing, checks may be issued for the full requested time frame after the CPA obtains the information by telephone and

Subject: Woman Food Packages-WIC Eligible Nutritionals

documents it in the woman's WIC record and on the Kansas WIC Special Issuance Authorization For Women form. The CPA must date and initial each added item.

- Daily amount required.
- Length of time product required.
- Health care professional's name and contact information.

- ▶ If any of the following items are missing, one month's checks may be issued after the CPA confirms the information by telephone and documents it in the woman's WIC record and on the Kansas WIC Special Issuance Authorization For Women form. A Kansas WIC Special Issuance Authorization For Women form completed by the health care professional must be on file at the WIC clinic before additional checks can be issued.
 - WIC eligible nutritional (medical food) (brand name of the product requested).
 - Acceptable diagnoses – the medical reason that supports the issuance of a WIC eligible nutritional (medical food).
 - Supplemental Foods that WIC may issue to the woman.
 - Health care professional's signature and date - confirm the health provider requested the product and will provide a signed and dated Kansas WIC Special Issuance Authorization for Women form within one month.

- And the **health care professional cannot be contacted** while the client is in the WIC clinic:

- ▶ One month's checks may be issued after the CPA documents the following in the client's WIC record:
 - The reason the request for a WIC eligible nutritional (medical food) seems valid.
 - A description of attempts to contact the health care professional or why the health care professional could not be contacted.
- ▶ A completed Kansas WIC Special Issuance Authorization For Women form must be on file at the WIC clinic before additional checks can be issued.

g. If any information on the Kansas WIC Special Issuance Authorization For Women form needs clarification, checks may be issued for the full requested time frame after the CPA confirms the information by telephone and documents it in the woman's WIC record and on the Kansas WIC Special Issuance Authorization For Women form.

h. After ensuring all required information is documented the CPA should complete the "WIC Office Use Only" section and sign the Kansas WIC Special Issuance Authorization For Women form.

2. Prescribe a category and situation-appropriate food package containing the WIC eligible nutritional (medical food) requested. If the desired WIC eligible nutritional (medical food) is not available in KWIC, contact the SA.

Subject: Woman Food Packages-WIC Eligible Nutritionals

3. Tailor the base food package, as necessary, to prescribe a category and situation-appropriate food package. Remember WIC can only issue supplemental foods that the Medical Care Provider indicated may be issued to the WIC client.
4. Base food packages are tailored by selecting the desired food item from each food category basket.
5. The base food packages for women and the contents of all food category baskets except WIC eligible nutritionals (medical foods) are defined in the Food Packages for Women policies. See
 - a. [FCI: 02.03.01-Food Packages for Pregnant Women](#);
 - b. [FCI: 02.03.02-Food Packages for Breastfeeding Women](#); or
 - c. [FCI: 02.03.03-Food Packages for non-Breastfeeding Postpartum Women](#).
6. Women receiving a WIC eligible nutritional (medical food) authorized food package may have the food package tailored to receive commercial baby food fruits and vegetables in lieu of the cash-value voucher. The substitution ratio is 160 ounces (40 containers) of infant (baby) food fruits and vegetables for the \$10 fruit and vegetable check.
7. The formula basket for the women food packages are.

Formula Basket				
Food Item	Maximum Amount			
	Food Package 7a Excl BF or Mostly BF/PG >1	Food Package 5 PG or Mostly BF	Food Package 7b Excl BF Multiples	Food Package 6 Limited BF or PP
6-packs Ensure ready-to-drink (8 oz containers)	18 6-packs	18 6-packs	28 6-packs	18 6-packs

8. Contact the SA if an alternate product is needed.